

State Fiscal Year 2009

## **Instructions for Submitting a State (ELCP) or National (NELAP) Environmental Laboratory Certification Initial Application Package**

### **Part I - Administrative Information**

- Complete all information
- Signatories- The following individual shall sign the application as specified in N.J.A.C. 7:18-1.9(b):
  1. If the applicant is a corporation, a principal executive officer of at least the level of vice president.
  2. If the applicant is a partnership, a general partner.
  3. If the applicant is a sole proprietorship, by the proprietor.
  4. If the applicant is a municipal, state, federal or other public agency or instrumentality, by the principal executive or his or her designee.

### **Part II - Personnel**

- Complete all information
- Complete all required educational, employment and training information; and include all necessary documentary evidence in support of education, training and experience of laboratory personnel (transcripts, training course certificates, resumes, etc.).
- Documentary evidence is not required for laboratories seeking **only** secondary NELAP accreditation but the manager/lead technical director, quality assurance officer and supervisor(s)/technical director(s) must be listed on Part II and submitted.

### **Part III - Analytical Testing Parameters**

- A blank copy of Part III giving all certifications/accreditations offered by New Jersey's Program can be downloaded from OQA's web site at <http://www.nj.gov/dep/oqa/labcert.html>.
- **Adding Parameters for ELCP and NELAP Primary Laboratories:**
  1. On Part III enter an "A", in the Status column, next to the parameter(s) you would like to add.
  2. On Part III **circle the approved method** that your company will use for each indicated parameter under the "Approved Method" column.
  3. Submit only the pages on which your company has entered information.
- **Adding Parameters for NELAP Secondary Laboratories – Follow the NELAP Secondary Laboratories Coding/Cross-Referencing Instructions**

Please note that NELAP laboratories requesting secondary accreditation in New Jersey must include the current effective Scope of Accreditation Analyte List from their Primary Accrediting Authority and a **Part III that has been properly coded.**

### **Annual Fee Payment**

- A check or money order made payable to the "Treasurer-State of New Jersey" must be included with your FY2008 application. When calculating fees please refer to the fee schedule (N.J.A.C. 7:18, Regulations Governing the Certification of Laboratories and Environmental Measurements, Section 2.9). Please note that there are several combination fee categories that may apply.